

Woodsworth Housing Co-operative, Inc.

Newsletter policies: Woodsworth Editorial Committee

Thursday, May 19, 2022

Approved by Woodsworth Board of Directors, August 2, 2022

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1. General

The Editorial Committee use these policies for guidance in implementing the Newsletter by-law. These policies, approved by Editorial Committee and its predecessor, the Advisory Council, flesh out the Newsletter By-Law. The bylaw was approved by the members at a GMM.

Weekly publication:

The Weekly will be published weekly (except for long weekends). [Advisory Council: June 17, 1998]

Committee decision making process:

It was agreed that the Editorial Committee continue to work by a process of consensus.
[Editorial Committee: May 24, 2004]

Only editors, the production team and the Board liaison will be part of the online group or discussion forum for the Editorial Committee.
[March 2022]

2. Restrictions on content of the newsletter

While members are encouraged to submit their thoughts and opinions to the Weekly, they should remember that the Weekly is the official publication of Woodsworth Housing Co-op, and Woodsworth is ultimately responsible for the content. In order to ensure civil debate and avoid legal problems, Woodsworth imposes a few reasonable restrictions on content.

(A) Libellous Material:

The Newsletter bylaw, Section 5.2 says:

An Editor must reject a submission or require changes if:

- (a) the submission appears to be defamatory and could expose the Co-operative to a lawsuit for libel; or
- (b) the submission is harmful to another member, staff, the Co-operative or the Co-operative movement.

For more, see Newsletter By-law, Content [Advisory Council: November 19, 1998]

(B) Human Rights:

A submission must be rejected or require changes if it violates the Ontario human rights code or exposes the co-op to potential human rights or related legal problems.

[Editorial Committee, September 2021]

(C) Personal Attacks:

The Newsletter By-law requires rejection of submissions that are libellous or harmful. The following guidelines may be used in deciding if a submission is harmful:

- (1) submissions may criticize decisions of the board, committees and staff;
- (2) submissions may disagree with the opinion of another member;
- (3) criticism should focus on the substance of the decision or opinion rather than the person or people who made the decision or expressed the opinion;
- (4) criticism should focus on substance rather than motives or personalities; and
- (5) criticism may be harsh but should not be insulting.
- (6) prohibited grounds of discrimination for housing in Ontario human rights are race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy, gender identity), sexual orientation, age, marital status, family status, disability, and receipt of public assistance.

[Editorial Committee: May 6, 1999; (6) added September 2021]

3. Anonymous Letters and Name Withheld

Anonymous letters are not accepted. Every submission to The Weekly must identify the member or staff person submitting the item. No articles will be published in The Weekly unless it is signed by the author of the submission. A personal name must be included in submissions from the Board of Directors and committees, e.g., “Joe Blow on behalf of the Board of Directors” or “Jenny Jones for the Membership Committee.

Names of those submitting articles may be withheld by the editor at the request of the author only in the following circumstances:

- + where the article contains confidential information about the author (e.g., income status, state of health) which directly relates to the topic of the article or letter
- + when an unidentified item is received, an Editor has a discretion to reject it or become the submitter of the item.

[Advisory Council: November 19, 1998; Editorial Committee: June 17, 1999; Editorial Committee: May 8, 2003; December 2017]

4. Dealing with submissions that don't comply with bylaw and policies

The editor or editorial committee chair will attempt to get an author to rework a submission to bring it into compliance with the newsletter bylaw and policies. The editor will give a deadline to the author. If not met, the article will be kept for the next issue.

(A) Consulting the Editorial Committee

The editor can ask for feedback on submissions from the Editorial committee or forward the email to the committee. It is recommended that the author's name be deleted/suppressed during this consultation.

It is recommended that editors use the Weekly email account to ensure the next editor is aware of submission problems. The editor can flag submissions, drag sent mail into the Inbox and/or send an email to the Weekly email account to update the next editor.

Editors cannot publish their own opinion pieces about co-op issues about co-op matters in their own issue without submitting it for approval to the Editorial committee. The author's name must be listed as usual. The editor is free to submit opinion articles for other issues of the Weekly.

(B) Board and Management role

The Board will assign a Board member as liaison for the Editorial Committee. The liaison may participate in discussions.

If the committee is uncertain about publishing a submission, the article should be forwarded to the Board through the committee liaison for review before being accepted for publication.

A submission that the Editorial Committee has refused to publish because it violates section 5.2 of the Newsletter Bylaw #48 should be forwarded to the Board via the liaison.

[Editorial Committee and Board of Directors, October 2017; March 2022]

(C) Rejected Submissions

Whenever a submission is rejected by an Editor, the Chair of the Editorial Committee shall receive a copy of the submission and a copy of the letter of rejection.

[Editorial Committee: May 6, 1999]

5. Submission info for members: deadline, length, how to submit, accuracy

(A) Deadline

The deadline for submissions is 7:00 p.m. on Tuesday.

The deadline for submissions is Tuesday at 7:00 p.m. although exceptions may be accommodated on a case by case basis, at the discretion of the Editor for that issue.

See 6. Late Submissions.

Since the Board normally meets on the second Tuesday of every month, the Board and Management can make arrangements with the editor for a late submission.

See 6. Late Submissions.

(B) Length of Submissions:

The maximum length for an individual article is 1000 words. [Editorial Committee: April 1 2005]

(C) How to Submit to the Weekly:

Submissions may be submitted by email (preferred) or on paper through the Weekly mailbox on the second floor.

(I) Submitting on paper:

The Weekly will continue to welcome handwritten articles. There is a metal locked box on the second floor near the elevator.

Getting submissions in our email inbox means that editors don't have to copy-type.

If members don't have access to a computer at home or work, they may use the member computer on the second floor or the free WiFi in the Penthouse and 2nd floor meeting room with their own device.

If a member submits a document ready for photocopying, please make it single-sided so it works with the photocopy program.

(II) Submitting by email:

The Weekly prefers text in the body of an email, rather than attachments.

This ensures that software incompatibility won't stop the editor from opening an article. It also means that editors won't risk a virus from clicking on a link in an email.

Members can also attach a copy if you wish, but it may not be opened.

To help make sure the editor doesn't overlook a submission for publication, members are requested to put "Please publish" or "for the Weekly" with the headline in the Subject line of the email. A distinctive subject line is especially useful if someone is sending more than one article – editors won't overlook a second article from the same sender.

[Editorial Committee, October 2017]

(D) Accuracy is the writer's job

The Editorial Committee does not have the resources or the authority to fact-check every word that's submitted. Members are therefore wholly responsible for the content of their submissions.

3. Late submissions

(A) Board and Management

Board and Management may submit late-breaking items until Wednesday night, provided they provide advance warning to the Weekly via the submission email address by late Tuesday night (i.e. soon after the Board meeting ends).

Unless the notification happens, the editor will not automatically check for late submissions from the Board or Management. Editors are expected to check the email account for this notification.

(B) Members and committees

Members and committees are expected to honour the submission deadline of Tuesday at 7pm.

If a member cannot submit by the deadline, they need to make a special request to the editor of the issue to see whether a late submission can be accommodated. Unless notified, editors will not automatically check for late submissions.

The decision to accept a late submission from members and committees is completely at the editor's discretion. If it is not accepted, the writer must wait for the next issue.

Also: If editing is needed in order to comply with Woodsworth's Newsletter bylaw and these policies, the editor will give a deadline to the author. If not met, the article will be kept for the next issue. (Section 4)

[Editorial Committee: January 19, 2004; April 2018; March 2022]

4. Other submitted content: ads, politics, fillers, etc.

Apart from restrictions in Section 2 and 3 and 5 (B) Length of Submission, these are specific rules about types of submissions.

(A) Advertisements

An ad means an item for sale, swap, giveaway, service or announcement of an event.

All ads must have a submitting member's name associated with them, just as other content in the Weekly.

Board, committee and management reports, surveys, or co-op forms do not count as advertisements. Non-commercial event announcements judged to be of community interest run at the discretion of the Editorial committee do not count as advertisements.

Member opinion pieces or articles are not advertisements. They may endorse or recommend products or services, within reason, as long as these are relevant to the Woodsworth community.

The Weekly accepts announcements and advertisements that are deemed by the Editorial committee to be of significant social or community interest. Submissions may be any size, but may be edited, re-formatted or re-sized to fit space requirements.

This guideline covers when a full page attachment is permitted and when only column content (article format) is permitted.

(B) Members' / residents' personal ads

Members / residents may submit personal ads for their own items or services.

- **Events:**

Members may submit one display ad (full-sized) per event. After that, the ads must be column-sized ads (article format), no more than 300 words or about 1 ½ columns.

- **For sale items:**

Advertisements can only be in column/article format, not as an attached page, and no more than 300 words (about 1 ½ columns).

Each item for sale is normally repeated just once. Members must resubmit the text of the personal ads if they wish them repeated.

Repeat ads for the same item must also be column-sized ads (article format).

Photos for personal sales ads:

Each new advertisement can include one photo or image per item.

Only the first time a particular item is advertised will a photo be published.

There can be no more than 3 photos or images per Weekly issue from one member. If there are more than three sale items submitted by the same person for that issue, only the first three items can have photos.

It is up to the member to submit appropriate photos and in the correct format.

Final layout, including size, is at the discretion of the editor, and subject to the space constraints of the individual issue.

(C) Committees

Committees are encouraged to submit ads or notices for events.

Full page ads are accepted for the first announcement of an event if the committee submits a display ad.

A repeat committee ad should be in article format (columns) and submitted by the committee. Exception: special event such as the co-op anniversary party can have more full page displays submitted by the organizers. If requested, the repeat can be rolled over for several issues if requested by the committee. Ads may repeat for up to four issues.

Committees in particular should note that they cannot add submissions or flyers to The Weekly after the editor hands it over to the Production Team. Attachments must be submitted in the usual way.

(D) Board and Management

Board and Management can submit full page ads when necessary.

(E) Commercial or business advertising

The Weekly does not accept commercial or business advertising. However, member submissions may recommend merchants or services in an article format.

Such submissions are subject to the general rules regarding editorial submissions. They may include images, background information and personal endorsements, as well as web or email addresses.

They do not repeat, and may be reformatted or resized as required.

(F) CHFT and CHFC

Information to encourage participation in member events or member education events can be published as requested in the Weekly, even if they take several full pages.

(G) Community groups

Community groups, other co-ops or our delegates may submit ads or articles about events of interest to Woodsworth members, such as Jamii, SLNA, etc.

The editor may edit submissions from community groups when necessary for space or keep them for the next issue if time permits and including it requires a new page or means that the Weekly will have an uneven number of double-sided pages.

(H) Political submissions

Material submitted in relation to a political issue shall not be printed anonymously. A submitter connected to the Co-operative must be identified. Articles written by members are acceptable, which may include endorsements. Full-page display ads will not be accepted.

(I) Fillers

Editors may include fillers of interest to Woodsworth members to fill gaps in the issue. If the editor of the issue creates or chooses fillers, these need not be signed. Fillers submitted by others (i.e. not the editor of that issue) should have their name assigned to the item.
[Editorial Committee: revised March 2022]

(J) Board Reports

The board of directors will be asked to submit regular reports (at least once a month) to The Weekly.
[Advisory Council: June 17, 1998]

(K) GMM notices

All GMM meetings for the year need not be run every issue but at regular intervals, such as monthly.
[Editorial Committee: May 24, 2004]

5. Layout and standard content

(A) Identification of Editors:

Each issue must include the name of the editor of that issue.

Additionally, each issue should include the name of the Editor for the next issue.
[Advisory Council: October 15, 1998]

(B) For legal reasons, each issue must contain these statements:

The Weekly is a forum of communication for Woodsworth Housing Co-operative members. The views expressed in solicited and unsolicited articles are not necessarily the views of Woodsworth Housing Co-operative Incorporated.

*Prop. & Pub. Woodsworth Housing Co-operative Inc. 133 Wilton Street,
Unit 201, Toronto, On M5A 4A4*

(C) Additional template information

Editors may create their own template, but it must be a two-column format.

A standard computer template for The Weekly shall be available for use by Editors.
[Advisory Council: January 14, 1999; amended, Newsletter Committee: February 4, 1999]

The template will include:

Co-op Office phone number
Property Manager's Name, email address
Membership Coordinator's email address
Office hours

On-Call
Board of directors' email address
GMM's
Fire, emergency phone number, and city info number

Current editor, Next editor
Submissions Deadline and email address and alternate submission point
Weekly Production names
Distribution organized by block reps & volunteers
Co-op website address
Editorial Committee email address

These may change from time to time by agreement by the committee.

(D) Author name - submissions

It should appear just below the title of each article, not at the end of the article.

(E) Body Type

The font size for body type may remain at 10 point. [Advisory Council: June 17, 1998]

6. Production and publishing

(A) Production Co-ordination:

The Production Team take charge of the reproducing and distribution of the print copy of the Weekly.

The Editor should advise Production Team organizer on Thursday night of the status of the issue. The masters should be placed in a consistent place, such as a box in the cupboard in the copier room.

[Advisory Council: November 19, 1998]

(B) Colour of paper:

The first page may be on coloured paper.

If there are photos on the pages one and two, the Production Team member should opt for white paper.

Low contrast colours such as lilac should not be used routinely.

Yellow paper should not be used as it is reserved for confidential Board use.

7. Delivery to members

Since the co-op corresponds with members through the Weekly, it is essential that a member receives the Weekly and has an opportunity to read each issue of the Weekly.

The Weekly is published in print and online. Privacy controls are used for the online version.

(A) Deadline and Distribution:

Each issue must be published and distributed by Sunday, although distribution by Friday is encouraged where possible.

[Advisory Council: October 15, 1998]

The Weekly is normally published online around 6pm on Fridays.

[Editorial Committee 2022]

(B) No paper copy:

A member may request that no paper copy of the Weekly be dropped at their unit. The Editorial Committee will comply, but only if the member subscribes to an alert for new content on the website. The co-op's responsibility for the member reading the Weekly ends when the member subscribes to the alert.

[Editorial Committee: September 2020]